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DD/S 64-2012

Rec Ctr - 5
Res Mgt - 14-2
(Spec Int) Reports

7 APR 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Disposal

1. I have reviewed your report of the status of the Agency's Records Program and Records Center operations submitted under your memorandum 23 January 1964, and I believe I now have a better understanding of some of the problems confronting you in trying to develop a reasonable forecast of the Records Center life expectancy. I am impressed with the progress you have made in reducing the annual growth from more than 10,000 cubic feet in 1961 to less than 3,000 cubic feet in 1963. I recognize the difficulty of converting this information into a realistic indication of a trend downward in the quantity of records accessioned, particularly since there does not seem to be a corresponding increase in the amount of record material which is being held at Headquarters. Your experience from July through December 1963 would seem to indicate that the rate of accumulation may still continue downward for the next year. I believe this is important enough to merit continuing attention, and I would appreciate your keeping me informed on a quarterly reporting cycle. Beginning with the first quarterly report, you should discontinue the present system of monthly reports.

2. The several recommendations you have offered for modifying our records program to prolong the life of the Records Center seem to me to be sound in principle, and I believe they should be pursued. When we find that we have duplicate holdings on microfilm and hard copy, one or the other should be eliminated; and it seems clear that the hard copy should be eliminated whenever the microfilm reproduction is of a quality which makes it suitable for retention. In this connection, we might explore the feasibility of rephotographing hard copy where the present microfilm reproduction is of substandard quality to permit us to reduce the hard copy holdings as much as possible. Before we begin microfilming records which are to be retained for longer than 69 years, but which are still considered temporary, I would like to know what we would gain in net usable space by undertaking such a program.

3. The progress you are making in some functional areas toward eliminating duplicate holdings is gratifying, and I suspect that it may be in this area where we should find our greatest aggregate gain in the refinement of our record holdings. In this connection, the thought occurs to me that we might explore the feasibility of refining our correspondence procedures to require that the originator of any document indicate on all copies the destination of the

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record copy. That component, then, would bear the responsibility for establishing the disposition schedule. This need not necessarily be done before the Correspondence Handbook now in process is published, but might be considered as an amendment shortly thereafter, if it is considered feasible. //

✓ 4. I would be interested in following your progress toward the development of a program for the centralized storage of finished intelligence reference publications. Since the new GSA facility is not expected to be available for use before July of 1967, we will need to plan our program very carefully in order to be prepared to take advantage of the joint facility before we are forced to undertake additional construction in our own Records Center. Perhaps you could include in your quarterly report a statement of progress toward the realization of a joint USIB storage program. ✓

✓ 5. I was pleased to note that you have recognized as potentially a serious problem the massive quantities of reports produced by electronic equipment. I agree with you that we need an active reports management program designed to control the production of such reports and reduce the retention time to the bare essential minimum. I wonder if we need to explore the feasibility of a more vigorous centralized program of control over these reports than is now possible under the decentralized responsibilities of component records officers. Perhaps we should establish a close liaison with the Office of Computer Services which will keep us informed of the quantity of reports they are producing which may ultimately find their way into Records Center storage space, looking toward the possibility of bringing some influence to bear with the OCS people during the formative stages of some of their computer applications. I would appreciate your exploring this and recommending any action you consider appropriate. ✓

✓ 6. The idea of a Spring Clean-up Campaign is appealing, but I wonder if we shouldn't have a more completely developed suggestion for implementing it before we submit a proposal soliciting support from the Office of the Director. Possibly we could do this a little later in the year, or even defer it until next spring. I would appreciate your further thoughts on this proposal. ✓

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Executive Officer to the
Deputy Director for Support

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